

**MAJOR FUNCTION**

This is technical and administrative work supporting personnel staffing and employee management efforts involving the review, research, analysis, and evaluation of investigative or other information, and managing the related data and records; or administrative and technical work maintaining employee, applicant and other HR records, coordinating the production of documents in response to public records requests, overseeing the applicant intake and employment requisition processes, and assisting with compliance and record keeping for the Alcohol & Drug Testing Program.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

**Records/Recruitment:** Acts as records custodian for all employee personnel files and records related to HR programs. Develops and implements departmental procedures and controls for records maintenance, including storage of documents into EDMS. Serves as the primary contact for public records requests or requests for documents in response to legal proceedings or administrative hearings. Safeguards, permits controlled access to, and protects the confidentiality of information collected, as is appropriate. Directs staff responsible for job requisition, job posting, job application, and applicant referral processing. Assists departmental drug testing coordinators or supervisors and/or testing lab staff with interpretation and application of Alcohol/Drug Testing policy in absence of HR Program Coordinator, and provides related direction. Implements and/or maintains databases for electronic management of information. Assists Administrator by conducting research and gathering and formatting data for reports. Performs related work as required.

**Safety:** Requests, receives, compiles, and analyzes sensitive information regarding criminal charges, criminal convictions, criminal history and driver history information on prospective employees and current employees of the City of Tallahassee. Coordinates interstate and intrastate collection of information regarding criminal histories, criminal offense reports, and traffic offenses and infractions. Conducts investigative research appropriately utilizing law enforcement, criminal and civil courts, clerks of court, and confidential and public record resources, and all other available sources of information. Conducts analysis by reviewing criminal history and driver history information consistent with the City's Violence Prevention & Intervention and Criminal History Screening Policies, and the Motor Vehicle Operations Policy of the City's Administrative Policies and Procedures as it relates to the job under consideration. Safeguards, permits controlled access to, and protects the confidentiality of information collected, as is appropriate. Exercises judgment in evaluating: job responsibilities, employment application, job location, public/employee safety, seriousness and job relatedness of crime(s), and totality of criminal history, and develops a recommendation regarding employment action to the City Safety Administrator. With the City Safety Administrator's approval, presents Human Resources' recommendations to the City Attorney's Office and the affected department. As directed, liaises with the City Attorney's representative and department staff to present an HR recommendation relative to stated policy criteria and other relevant factors. Prepares analysis of investigative files and reports findings and recommendations to appropriate management as required. May establish new procedures for management of all background investigative files. Assists Administrator by conducting research and gathering and formatting data for reports. May assist with or perform safety-related audits or investigations. Sets up and maintains off-site records storage and retrieval system, including file arrangement, searches and controlled access. Sorts and files accident and incident reports for tracking and trending purposes. Assists in scheduling training classes, maintaining class rosters, and training databases. Assists in the research and procurement of safety and training supplies and equipment, maintaining accurate inventories. Performs related work as required.

**Other Important Duties**

May represent supervisor at meetings to furnish or obtain information. Attends training, reads materials and uses other available avenues to keep abreast of developments generally and specifically related to area of responsibility. Serves on teams and committees as needed. Performs special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Skills, and Abilities**

Knowledge of rules, regulations, and policies relevant to the administration of assigned functions. Knowledge of modern record keeping and recording methods. Knowledge of research and intelligence analysis techniques. Knowledge of sources of information and public records. Knowledge of the statutes, regulations, standards and procedures relating to the maintenance, safeguarding, security, of public records. Knowledge of modern office practices and procedures. Knowledge of standard techniques as applied to the operation and maintenance of a records management system. Ability to reference and interpret the statutes, regulations, and standards relating to the maintenance, safeguarding, and security of public records. Ability to analyze, interpret, summarize, and evaluate criminal justice system data. Ability to assess job applicant data and render eligibility decisions. Ability to write and verbally provide clear, concise, and accurate reports, investigative summaries, and memoranda resulting from information analyses. Ability to make independent decisions. Ability to maintain the confidentiality of sensitive information. Ability to maintain complete and accurate records. Ability to perform technical and administrative level work with minimum supervision. Ability to establish and maintain effective working relationships necessary to successful job performance. Ability to operate standard office equipment. Skills in the use of microcomputer applications, including PeopleSoft HR, Access, Excel, EDMS, and other applications and programs that are necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in business or public administration, human resources, industrial relations, occupational health and safety, sociology, psychology, education, criminal justice, management information systems, or a related field; or possession of a high school diploma or equivalent recognized certificate and four years of staff or administrative experience that includes work in recruitment, personnel, management information systems, office or agency management, research and analysis, employee health and safety, or investigative work; or an equivalent combination of training and experience.

**Necessary Special Requirement**

Must possess a valid Class E State driver's license at the time of appointment.

Established: 07-14-01

Revised: 04-15-04

03-28-09

02-19-10\*

03-24-10